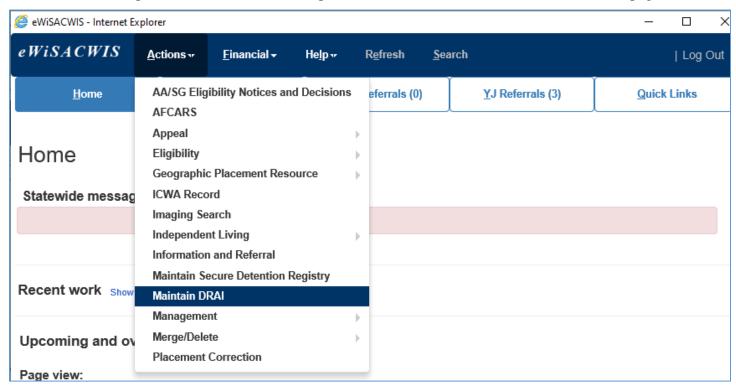
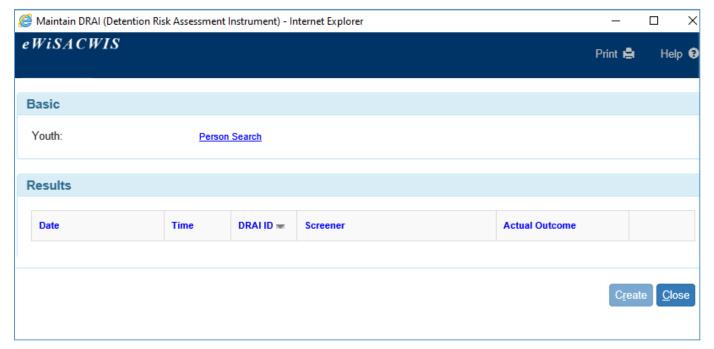
Detention Risk Assessment Instrument (DRAI)

The DRAI is a short questionnaire that can help determine whether pretrial detention is warranted when law enforcement requests a youth be held in a Juvenile Detention Facility. Additional Security is needed to access the Maintain DRAI page.

1. From the desktop's menu, select Actions drop-down and select Maintain DRAI to launch the page.

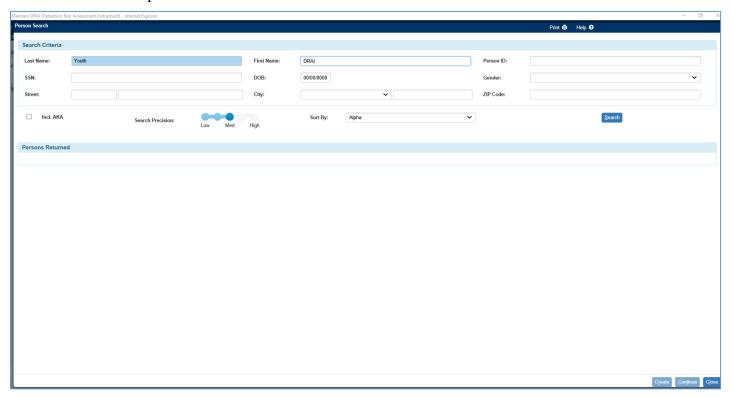


2. Click the <u>Person Search</u> hyperlink to select the youth being referred.

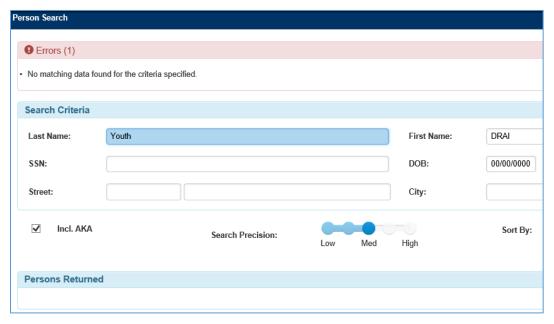


3. On the Person Search page, fill in at least the Last Name OR Person ID to complete and click Search.

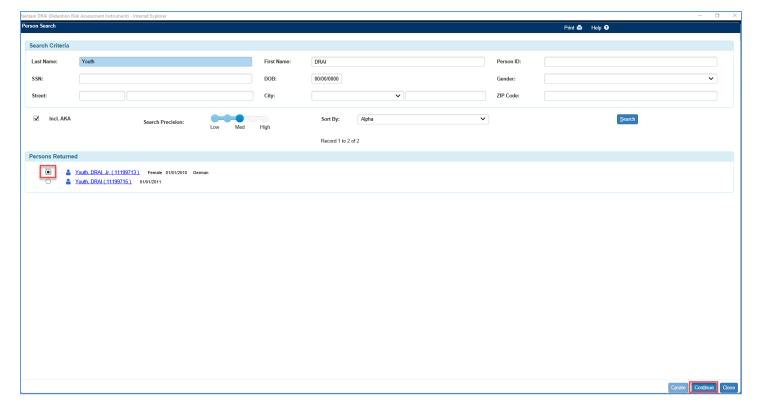
• First Name, SSN, DOB, Gender, Street, City, Zip Code, Incl. AKA, and Search Precision can be used to help reduce the number of results in the Persons Returned section.



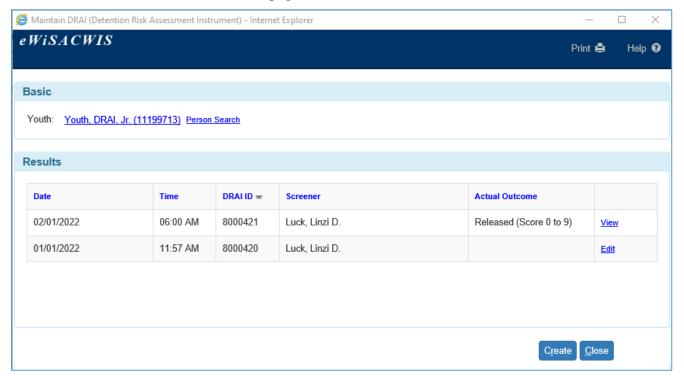
4. If there aren't any matching person records, an error message will display and the Create button will be enabled to create a person record for the youth.



- 5. Click Create to access Person Management for a new person or modify the Search Criteria section to locate the correct youth. For more information see the Person Management user guide.
 - After a person has been created, click Save and Close.
 - Click Continue to advance to the Maintain DRAI (Detention Risk Assessment Instrument) page.
- 6. If there is a match in the criteria entered, a list of youth will display in the Persons Returned section. Select the correct person and click the Continue button to proceed with the selected youth to the Maintain DRAI (Detention Risk Assessment Instrument) page.



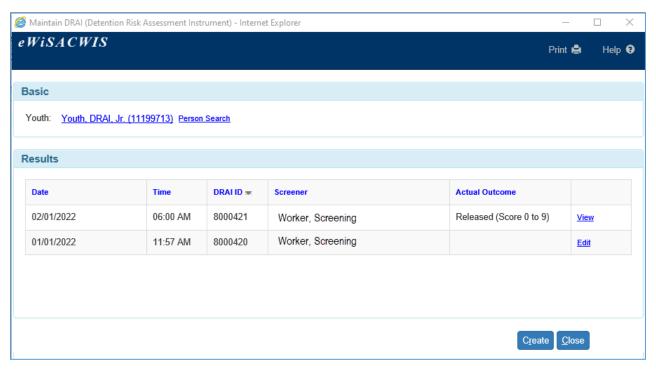
- 7. On the Maintain DRAI (Detention Risk Assessment Instrument) page, in the Basic section, the selected Youth Name and Person ID will display as a hyperlink. Click the hyperlink to open Person Management in edit mode to update the youth's information as needed.
- 8. The Person <u>Search</u> hyperlink can be used to search out and select a different youth for the Maintain DRAI (Detention Risk Assessment Instrument) page.



9. If there are any existing DRAI(s) for the youth, the Results section will display the Date, Time, DRAI ID, Screener, Actual Outcome, and a <u>View</u> or <u>Edit</u> hyperlink. This section displays in order with the most recent DRAI on the top. All columns are sortable by clicking on the heading name.

- If the <u>View</u> hyperlink is displayed in the last column, the DRAI has had the Completed checkbox checked and the DRAI is frozen but can be reviewed in read only.
- If the <u>Edit</u> hyperlink is displayed in the last column, the DRAI needs to be completed and will open in edit mode.

Note: if a DRAI is not completed (the Completed checkbox hasn't been checked), but is created and saved, a task will be created on the desktop of the screener until the DRAI is complete. The Due date will be 24 hours from creation.



10. Click Create to create a new DRAI or click the Edit or View hyperlinks to view/edit an existing one.

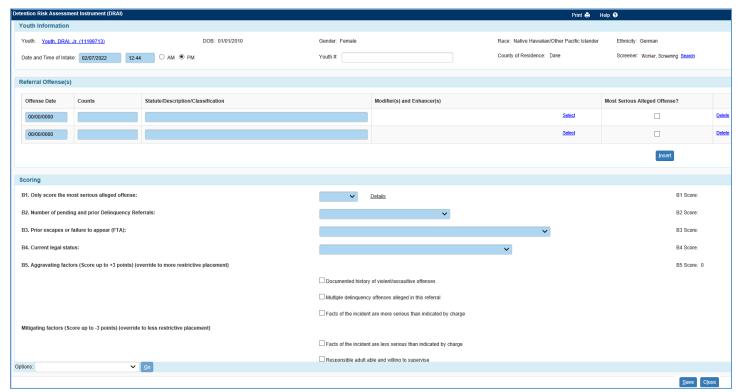
Detention Risk Assessment Instrument (DRAI) page

The Detention Risk Assessment Instrument (DRAI) page is modeled on the DRAI form DCF-F-5481-E, which was adapted from a document created by seven Wisconsin counties in 2015, and replaces filling out the paper form. A paper or electronic version of the DRAI saved online, can be launched from the Options drop-down and will be pre-filled with all the information entered on the page at any given time.

- 1. A newly created Detention Risk Assessment Instrument (DRAI) page will pre-fill the Youth Information section with the Youth, DOB, Gender, Race, Ethnicity, Date and Time of Intake, County of Residence. The Youth# is optional and may support information tracking by the county.
 - a. The Youth field will pre-fill the youth's name and person ID
 - i. Click the hyperlink to launch Person Management in edit mode when the page is editable.
- 2. The Referral Offense(s) section is used to enter the offenses listed at the time of the referral.
 - a. Offense Date is the date the offense occurred.
 - b. Counts are the number of counts for each offense.
 - c. Statute/Description/Classification will offer a pick-list of matching offenses once at least 3 characters or numbers are entered from an identified offense.
 - d. Modifier(s) and Enhancer(s) <u>Select</u> hyperlink is used to identify modifiers or enhancers to an offense. A page will launch to check the appropriate identifiers.
 - e. Most Serious Alleged Offense? identifies the most serious offense for the referral.
 - i. Offense Date, Counts, Statute/Description/Classification, and Most Serious Alleged Offense? are required to complete the DRAI.
 - f. The Delete hyperlink will delete any row entered.

- i. Clicking this hyperlink will generate a pop-up asking, "Are you sure you want to delete this Offense?".
 - 1. Click Yes to delete the row or click No to return to the unchanged page.
- g. The Insert button will add as many offense rows are needed.

Note: Two offense lines are already inserted into the page on creation. If the second line isn't needed, it will need to be deleted prior to completing the form.



3. The Scoring section is used to score the most serious alleged offense. Once checked in the above section, the Statue/Description/Classification value is displayed in B1. Category A: 20
(1st and 2nd degree Intentional Homicide, 1st degree Reckless Homicide, Felony Murder, Kidnapping, Substantial and

Aggravated Battery, Mayhem, Carjacking with a Weapon, Armed Burglary, Arson of a Building, Burglary of a Residential Building Occupied, Felony w/Firearm & Robbery with a Dangerous Weapon, Armed w/Short-Barreled Rifle or Shotgun,

Possession of Firearm or Theft of a Firearm, Strong Arm Robbery, Endangering Safety with a Use of a Firearm)

(1st or 2nd degree Sexual Assault, 1st or 2nd degree Sexual Assault of a Child, Physical Abuse of a Child, Drug

Trafficking Intent to Distribute, Intimidation of a Victim, Fleeing an Officer in a Car/High Speed Chase, Recklessly Endangering Safety/Use of a Weapon Other Than a Firearm, Battery/Special Circumstances (Law Enforcement or School Official))

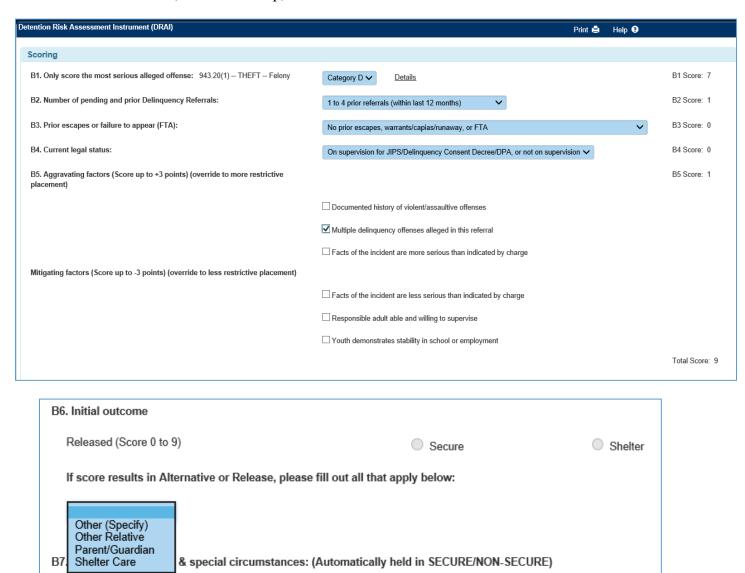
(OMVWOC, Burglary of a Garage/Shed or Any Building Unoccupied, Arson of Property Other Than a Building, Bomb Threat/Scare, 3rd degree Sexual, Assault, False Imprisonment)

(Disorderly Conduct While Armed, Possession of a Controlled Substance (Non-Marijuana), Possession of a Non-Firearm Weapon including on School Grounds, 4th degree Sexual Assault, Felony Theft, Abuse to Animals, Prostitution, Endangering Safety Non-Use of a Weapon)

- 4. B1-B5
- a. Select the appropriate value for the youth. Like the paper form, each value has a corresponding score. Each question's score will calculate on the right side of the section and add or subtract from the Total Score. This score is used to determine the Initial Outcome value.
- category's score and examples of
- (Marijuana Possession/Use, Drug Paraphernalia, Criminal Damage to Property, Disorderly Conduct, Retail Theft, Misdemeanor Theft, Misdemeanor Battery, Graffiti, Entry into a Locked Vehicle, Negligent Use of Burning Material, Criminal Trespass, Fraud/Bad Checks and Credit Card Use, Receiving Stolen Property, Resisting/Obstructing an Officer, OMVWOC Passenger) 5. B1 has a Details hover that displays each Details common offenses.
- 6. B5: Aggravating Factors add 1 point for each check selection.
- B5: Mitigating Factors remove 1 point for each check selection.

Note: It's possible to have a negative value in the B5 Score: field. Total Score: will calculate based on the selections made in B1 - B5.

- 8. B6: Initial Outcome will display the result of Total Score in the Scoring section. Possible values are:
 - a. Released (Score 0 to 9)
 - b. Alternative (Score 10 to 16)
 - c. Detained (Score 17 and up)



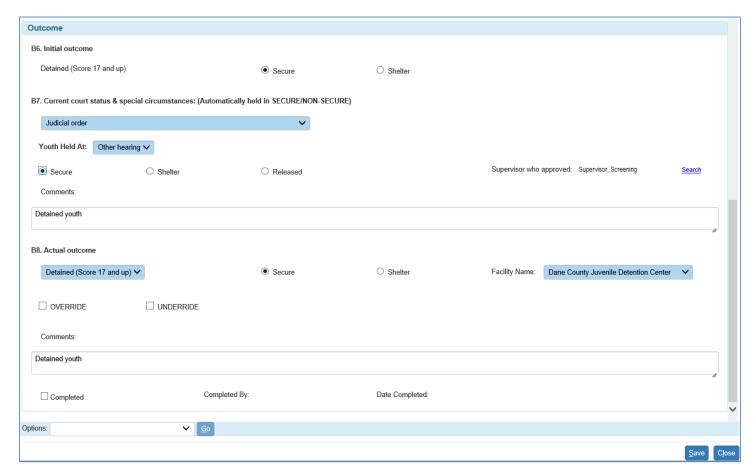
If B6. Initial outcome results in a value of Released (Score 0 to 9) or Alternative (Score 10 to 16) an additional drop-down value will be required for the question "If score results in Alternative or Release, please fill out all that apply below:" to complete the DRAI.

If Detained (Score 17 and up) is the value for B6 the Secure or Shelter radio buttons become required.

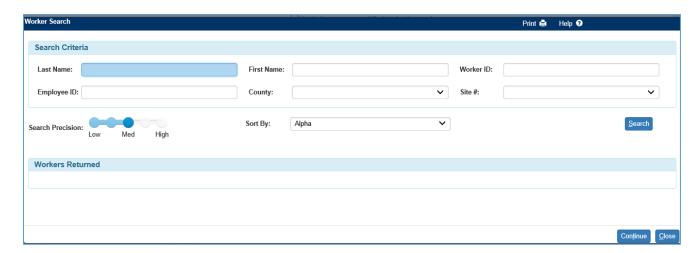
9. B7. Current court status & special circumstances: (Automatically held in SECURE/NON-SECURE) has values of:

72-hour hold
Failure to appear only/capias/apprehension request/judicial apprehension request
Judicial order
New charge(s)
Orders to produce (DOC):
Violation of judicial order or of a pending dispositional order
Violation of parole (DOC):

- a. If Judicial order is selected a value for Youth Held At: is required and Secure, Shelter or Released radio buttons are required to complete the DRAI.
- b. Each value will display corresponding radio buttons that are required when a selection is made to complete the DRAI.
- 10. Select Secure, Shelter, Alternative, or Other.
- 11. In the Comment field enter any related information as needed.
- 12. Supervisor Who Approved: has a <u>Search</u> hyperlink to select an active worker. Click the <u>Search</u> hyperlink to launch the Worker Search page.



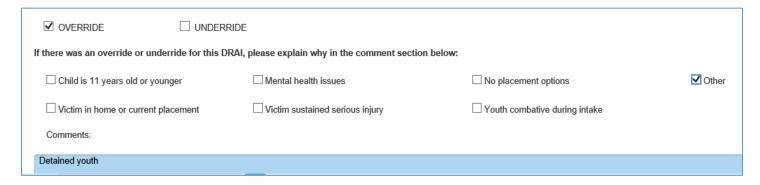
- 13. Last Name: or Worker ID: are required to perform a search. First Name:, Employee ID:, County:, Site#: can be used to narrow results.
- 14. In the Workers Returned section, select the appropriate radio button to select the worker and click the Continue or the Close button to return to the Detention Risk Assessment Instrument (DRAI) page.



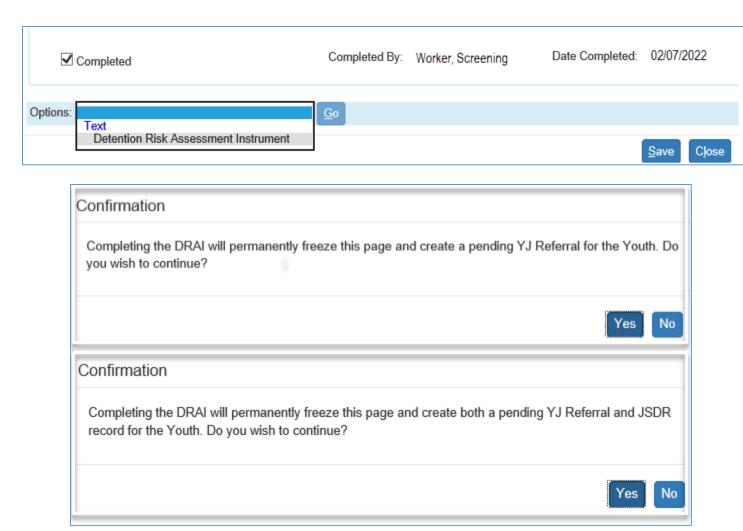
- 15. B8: Actual Outcome will display the result of Total Score from the Scoring section. Possible values are:
 - a. Released (Score 0 to 9)
 - b. Alternative (Score 10 to 16)
 - c. Detained (Score 17 and up)
- 16. If Detained (Score 17 and up) is the value for B8, the Secure or Shelter radio buttons become required.
- 17. Facility Name will also display and become required to complete the DRAI. All the Secure Detention facilities are listed in the drop-down.

Brown County Juvenile Detention Center Dane County Juvenile Detention Center Fond du Lac Co Juvenile Detention Center Jefferson Co Youth Detention Center La Crosse Co Juvenile Detention Center Marathon Co Juvenile Detention Center Milwaukee Co Juvenile Detention Center Northwest Regional Juv Detention Center Portage County Juvenile Detention Center Racine County Juvenile Detention Center Rock County Juvenile Detention Center Sheboygan Co Juvenile Detention Center Washington Co Juvenile Detention Center Waukesha Co Juvenile Detention Center

- 18. OVERRIDE OR UNDERRIDE can be used to identify if the Actual outcome is different than the Initial outcome based on the Screener's decision.
- 19. If either OVERRIDE OR UNDERRIDE are checked, one of the checkboxes under the label "If there was an override or underride for this DRAI, please explain why in the comment section below:" are required to be checked. If the Other checkbox is checked the Comments: field becomes required to complete the DRAI.



- 20. Once all the required fields have been entered, the DRAI can be checked complete by checking the Completed checkbox. Save the page to pre-fill the Completed By: and Date Completed: field.
 - a. When the Completed checkbox is checked and the DRAI is saved, a Confirmation message will display.
 - i. The message that displays varies based on the Actual Outcome.



- 21. Click Yes to save the DRAI and create a YJ Referral. A Juvenile Secure Detention Record (JSDR) will be created when the B8: Actual Outcome value is Detained (Score 17 and up).
 - a. Click No to return to the Detention Risk Assessment Instrument (DRAI) page. Clicking No will uncheck the Completed checkbox and leave the page editable.

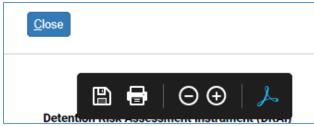
Detention Risk Assessment Instrument (DRAI) Paper Document

The Detention Risk Assessment Instrument (DRAI) paper document can be printed or saved at any time from the Detention Risk Assessment Instrument (DRAI) page. All fields that are filled out when the document is launched will pre-fill from the Detention Risk Assessment Instrument (DRAI) page.

- 1. From the Options: drop-down, select Detention Risk Assessment Instrument (DRAI) and click Go.
 - a. If the page hasn't been saved a message will display asking to save the page.



2. Click the Yes button to save and launch the document, select the No button to return to the page.



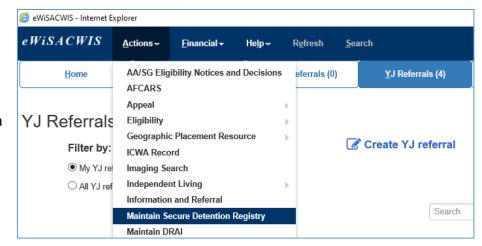
Detention Risk Assessment Instrument (DRAI) Instructions: Complete this form at time of request by law enforcement to hold a youth in a juvenile detention facility as set forth in s. 938.208, Wis. Stats. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wis. Stats]. A1. Youth Information Last Name First Name and Middle Initial Youth DRAI Date of Birth Gender 01/01/2010 County of Residence Ethnicity Dane ☐ Hispanic/Latino ■ Not Hispanic/Latino ■ Other: German □ American Indian/Alaskan Native □ Asian Race □ Black/African American ■ Native Hawaiian/Other Pacific Islander □ White Name of Screener Completing Assessment Intake Date (mm/dd/yyyy) Intake Time (00:00) 02/07/2022 12:44 PM Luck, Linzi D. List all Charges Alleged in this Referral 943.20(1) -- THEFT -- Felony DCF-F-5481-E (N. 09/2021) Page 1 of 4

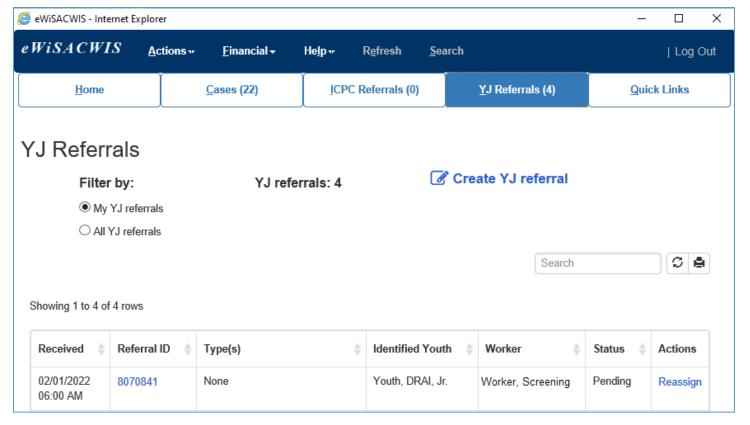
- 3. To save the document PDF hover over the title and click the disk icon.
 - a. To print, click the printer icon.
 - b. To zoom, choose the + or icon.
 - c. To view in PDF mode, click the Acrobat icon.

Note: the document has planned page breaks to accommodate large comment sections and several offenses. When these are not on the form, it may appear to be extra white space on the document. The Detention Risk Assessment Instrument (DRAI) document can be launched in edit or view only mode and is part of the print case record if selected.

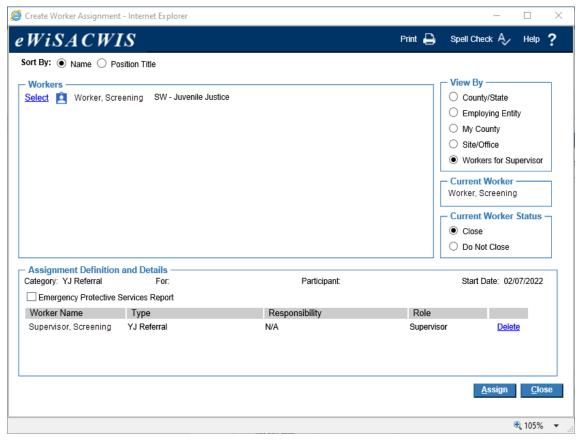
Desktop

Once the DRAI is complete the created YJ Referral and (if created) the JSDR record can be located from the desktop of the screener. The pending YJ Referral can be located on the YJ Referral tab of the desktop. The newly created JSDR record can be located from the Actions menu drop-down and selecting Maintain Secure Detention Registry.

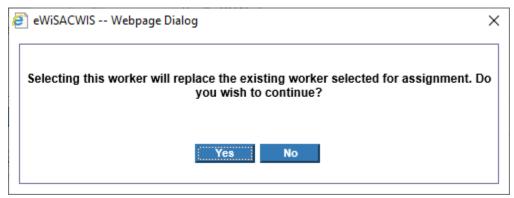




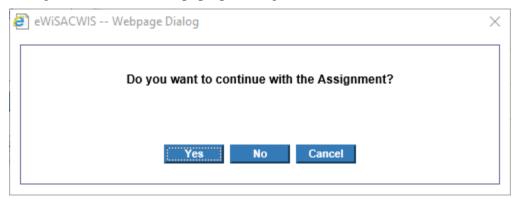
1. From the Desktop, to open the created YJ Referral click on the corresponding Referral Number in the Referral ID column. The referral can also be reassigned by clicking Reassign in the Actions column.



- 2. To reassign, click the <u>Select</u> hyperlink on the name of the worker. Use the View By section to view workers by County/State, My County, Employing Entity, Site/Office, or Workers for a Supervisor.
 - a. A pop-up message will display confirming that the assignment will be changed and pre-fills Type, Responsibility, and Roles fields.



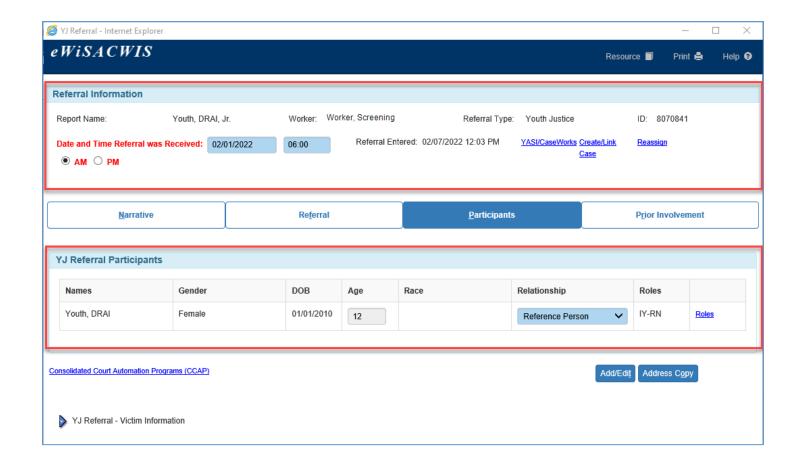
- 3. Click the Yes button to continue with the selection or click the No button to return to the Create Worker Assignment page.
 - a. Once Yes is selected, click the Assign button to continue with the reassignment and return the YJ Referral tab.
 - b. Clicking Close will launch a pop-up message.

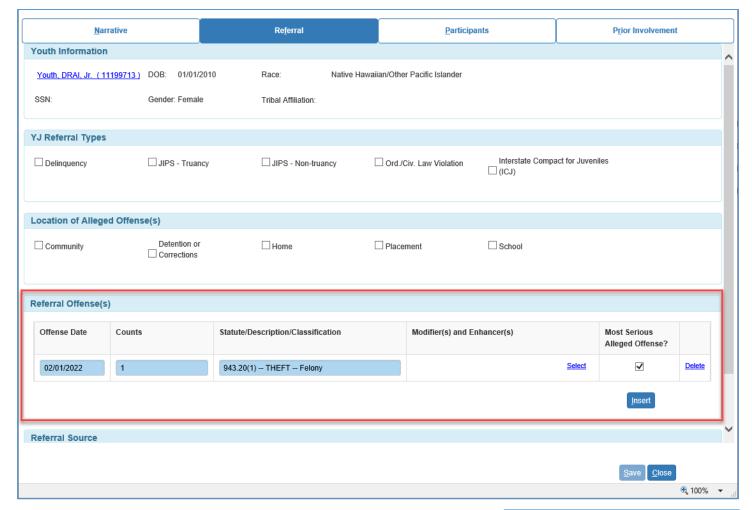


4. Click the Yes button to return to complete the reassignment and return to the YJ Referral tab, click the No button to close the Create Worker Assignment page and return to the YJ Referral tab, or click Cancel button to return to the Create Worker Assignment page.

YJ Referral

Every Detention Risk Assessment Instrument (DRAI) page that has the Completed checkbox checked upon save will generate a YJ Referral. When created, the YJ referral will pre-fill the information from the Detention Risk Assessment Instrument (DRAI) page including all the information in the Referral Information section. The Youth will also be added as the YJ Referral Participant on the Participants tab with the Relationship of Reference Person and having the Roles of IY-RN (Identified Youth and Report Name). These pre-fills can be modified or added to as needed to complete the referral. The Referral Offense(s) section is also pre-filled from the Detention Risk Assessment Instrument (DRAI) page but can also be modified. See the YJ Referral user guide on the Knowledge Web for more information on completing a YJ Referral.





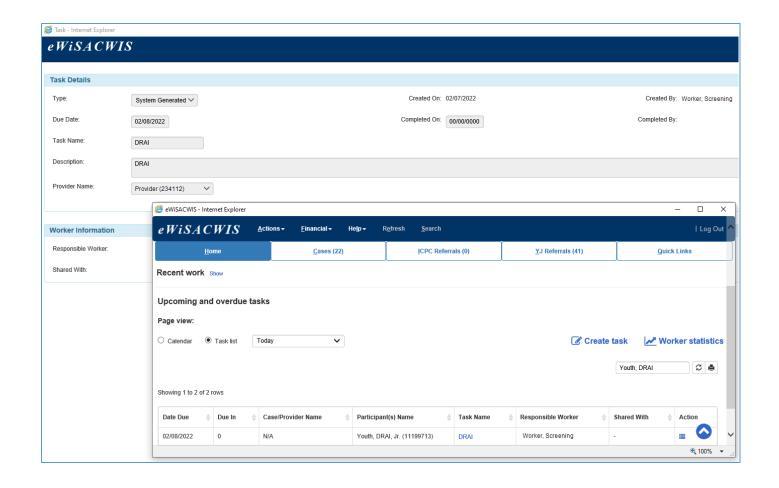
Note: When a YJ Referral is created by a completed Detention Risk Assessment Instrument (DRAI) page, a Recent work item will display at the top of the Home tab of the desktop from which the YJ Referral can also be accessed and completed. Click the **YJ Referral** title to open the page. All current YJ Referral tasks will be generated once the referral is created. Be sure to verify the Date and Time Referral was Received field is pre-filled accurately.

DRAI Task

A task will be created for any Detention Risk Assessment Instrument (DRAI) page that was saved without the Completed checkbox checked. This task (found on the Home tab) will complete and be removed from the task list when the Completed checkbox is checked on the corresponding Detention Risk Assessment Instrument (DRAI) page.

- Click DRAI in the Task Name column to launch the corresponding Detention Risk Assessment Instrument (DRAI) page to complete the task.
 - a. Successfully saving the Detention Risk Assessment Instrument (DRAI) page with the Completed checkbox checked will complete the task.
- 2. To view the task click the icon in the Actions column.





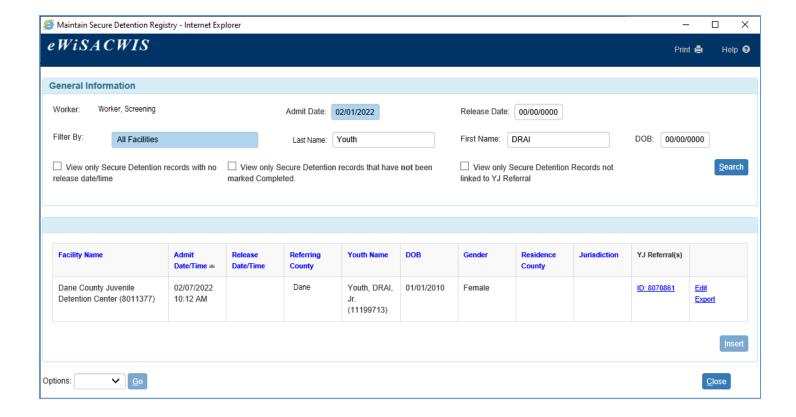
Secure Detention Registry

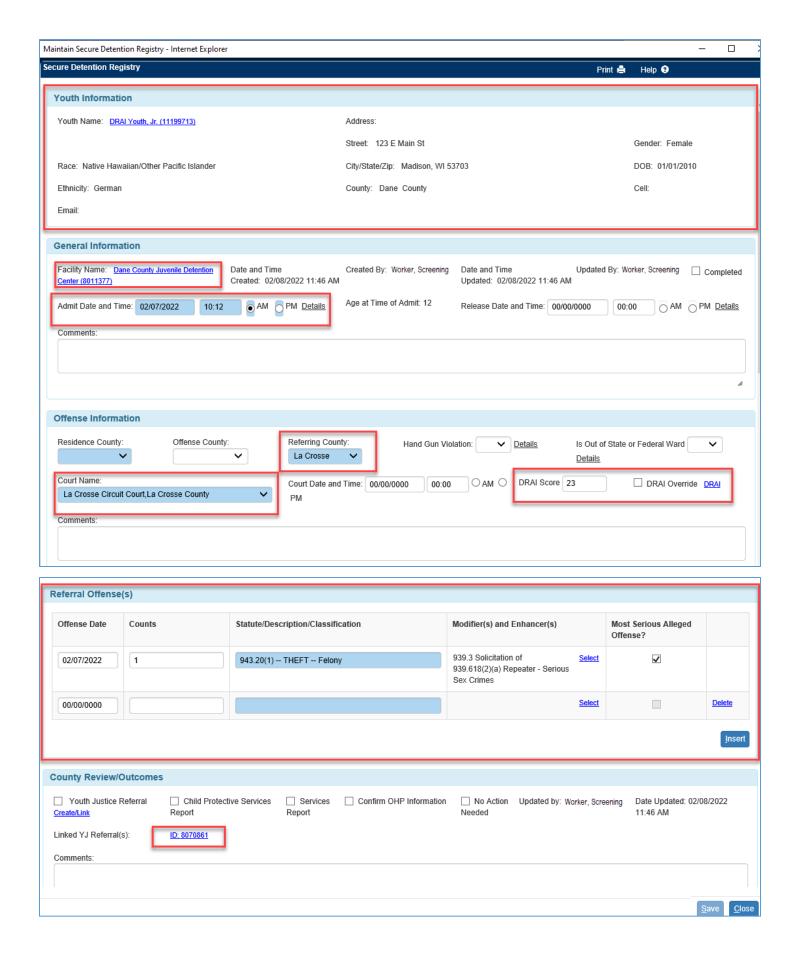
Every Detention Risk Assessment Instrument (DRAI) page that has a B8: Actual outcome value of Detained (Score 17 and up) and the Completed checkbox checked upon save will generate a Juvenile Secure Detention Registry (JSDR) record. When created, the JSDR record will pre-fill the information from the Detention Risk Assessment Instrument (DRAI) page including all the information in the Youth Information section and Referral Offense(s) sections. As with the YJ Referral, all pre-filled information can be modified as needed.

The other pre-filled fields include:

- Facility Name and Admit Date and Time in the General Information section
- Referring County, Court Name, DRAI Score, DRAI override, and <u>DRAI</u> hyperlink in the Offense Information section.
- Linked YJ Referral(s): Referral ID hyperlink in the County Review/Outcomes section.
- 1. From the Maintain Secure Detention Registry page, enter the Admit Date:, Last Name:, and First Name: fields and click Search to search out the youth. DOB, and Filter By: (facility name) can assist in reducing results.
- 2. Click the Edit hyperlink to open the Secure Detention Registry page that was created.
- 3. Review the pre-filled information for accuracy before completing the SDR.

Note: Once the Secure Detention Record is created, the associate tasks will generate as appropriate.

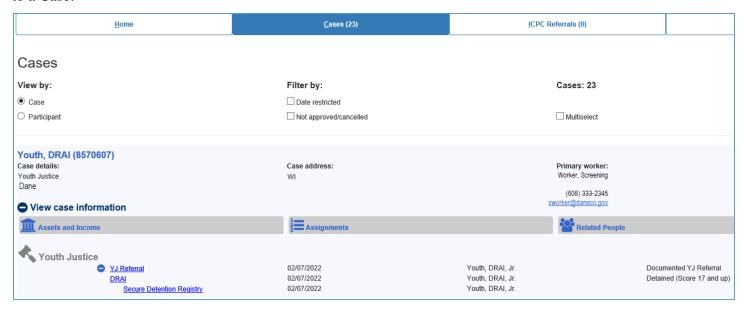




Case

Once the YJ Referral is linked to a case, the corresponding <u>YJ Referral</u>, <u>DRAI</u>, and Juvenile <u>Secure Detention</u> <u>Registry</u> hyperlinks will display in the Youth Justice section of the Case.

Note: The YJ Referral, DRAI and JSDR will need to be located independently before the YJ Referral is linked to a Case.



Note: YJ Referrals and DRAI records can be located through Person or Case Search once linked to a Case.

